



காமராஜர் துறைமுக நிறுவனம்

कामराजर पोर्ट लिमिटेड  
Kamarajar Port Limited

(A Mini Ratna Government of India Undertaking)



KPL/FIN/SAP PROF SER/2020

06 May 2020

To.

M/s S.P.R & Co,  
Chartered Accountants,  
A-8 & B-6, Gems Court,  
2<sup>nd</sup> Floor, No.14, Khader Nawaz Khan Road,  
Nungambakkam, Chennai – 600 006.

**Sub :** Letter of Award – Engagement of Service Provider to supply SAP trained Accounts Personnel.

**Ref :** Your mail dated 21 Mar 2020.

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It is hereby informed that your proposal vide above referred mail has been accepted by KPL management. Accordingly, you are engaged to provide 02 Nos of SAP trained Accounts Personnel to KPL Finance Dept with effect from 05 May 2020. The following are the terms and conditions:-

- (i) Rs.1,20,000/- per month x 6 months = Rs.7,20,000/- plus GST.
- (ii) Timing – KPL calendar working days and office timing hours.
- (iii) Skill Sets. These personnel shall have knowledge of SAP front end knowledge to process transactions, Accounting principles, MS Excel, Word and data analytical capabilities to ensure reconciliations etc.,
- (iv) Scope of Work. These personnel shall assist the finance team and provide professional service in SAP functionalities and other finance functions.
- (v) The above price consideration includes all charges incidental to their deployment at KPL premises.

Further, KPL reserves the right to reduce or terminate the service in case of non satisfactory performance by giving one week notice. You are requested to acknowledge the above, and sign & forward a non disclosure agreement within 10 days from the receipt of this letter.

General Manager (Finance)  
For Kamarajar Port Ltd

Copy to:-

CVO - for information.

Registered Office & Trade Facilitation Centre :  
2<sup>nd</sup> Floor, (North Wing) & 3<sup>rd</sup> Floor,  
Jawahar Building,  
17, Rajaji Salai, Chennai - 600 001.  
Phone : 044-2525 1666-70  
Fax : 044-2525 1665  
CIN : U45203TN1999GOI043322

पंजीकृत कार्यालय & व्यवसाय सुविधा केन्द्र :  
दूसरी मंजिल, (उत्तर विंग) & तीसरी मंजिल,  
जवाहर बिल्डिंग,  
17, राजाजी सलाई, चेन्नई-600001.  
फोन : 044.25251666-70 फेक्स : 044.25251665

Port Office : Vallur Post, Chennai - 600 120  
Phone : 044-27950030-40 Fax : 044-27950002

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Kamarajar Port - India's Port of the Millennium  
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